



City of Seattle
Seattle Public Utilities

March 11, 2013

Dear Friend of Recycling and Composting (FORC) Steward,

Thank you for committing to be the Friend of Recycling and Composting steward for your apartment or condominium property. Your efforts are greatly appreciated!

Action Required: To receive the \$100 credit on your property's utility bill, take the actions listed on the pledge in your folder, sign off, and return the pledge in the enclosed envelope. Your \$100 credit will be posted to your utility account within two billing periods *after we receive your pledge*.

For free kitchen food scrap buckets for all of your units, sign up for one of the FORC trainings scheduled in 2013. Space is limited! See the enclosed FORC flyer, page 2, for details about the buckets and training dates.

Within 24 hours, please:

- 1) Return the enclosed demographic questionnaire to SPU in the postage-paid envelope.
- 2) Read the other side of this letter regarding FORC responsibilities and free resources available to you.
- 3) Review the brochures and flyers in the green folder, which may be useful to you and/or your residents.

Your actions as a FORC are important for the residents at your property, for the environment, and to help Seattle continue as a recycling and composting leader. When materials are recycled and composted, valuable resources are used again and again instead of being wasted. This may save your property money as well!

Again, thank you for volunteering. We hope you enjoy the important role you play.

Sincerely,

Marcia Rutan
FORC Program Manager



FORC Responsibilities and Resources

A Friend of Recycling and Composting (FORC) steward encourages residents to recycle, compost and reduce waste. Your actions will help Seattle achieve its 60% recycling goal!

FORC Responsibilities

1. **Educate** residents about which items go into recycling and which items go into the food and yard waste cart. Provide educational flyers and trainings, in multiple languages when needed. Post labels and posters where useful. Share the on-line videos or request a DVD to pass around. See “Resources” below.
2. **Monitor** recycling and food and yard waste cart(s) on your property. When safe, remove contaminating items and place them in the right containers. Never put your hands into the containers. Only remove things from the surface with a tool like a “grabber.” **To report missed service** (cart emptying, liners, etc.), the manager needs to call **206-684-7665** after 5 PM, day of scheduled service.
3. **Motivate** residents to participate by acknowledging green “heroes” with a thank you or by including a note in your property’s newsletter. Post reminder notices in your building or newsletter. Hold a party to provide extra training or for residents to share tips and enthusiasm. As needed, move containers to more convenient locations for residents – design for success!
4. **Provide suggestions** regarding the FORC program or recycling and composting by leaving a message at (206) 684-8717, press “2”



Resources

Resident education: To order free materials choose *one* of the following:

- a. Order or download at www.seattle.gov/util/recyclingeducation. -OR-
- b. Complete and mail the enclosed yellow order card -OR-
- c. Call **206-684-8717**, press #2, to request a replacement yellow order card.

Please allow at least two weeks for delivery of your requested materials.

Recommendation: Provide every unit with the Food and Yard Waste flyer - available in many languages.

FORC or resident training information: Call (206) 684-8717, press #2. *Limited availability.*

Apartment Condo Conservation E-Newsletter: Sign up at www.seattle.gov/util/ApartmentCondo/ to receive bi-monthly updates, discount coupons, and other opportunities to save money and help the environment.

Recycling Game: Take the challenge at www.seattle.gov/util. Search: “Recycling Game.”

Look It Up Tool: Find out what to do with hundreds of items at: www.seattle.gov/util/services/ Look for “How Do I Get Rid of This” or the Ask Evelyn Look It Up icon.

Thank you for your commitment to recycling, composting and waste reduction!